

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.RPA-
CAC 16-04

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY California Arts Council		POSITION NUMBER (Agency - Unit - Class - Serial) 352-310-4800-XXX	
UNIT NAME AND CITY LOCATED – Sacramento		CLASS TITLE Staff Services Manager I (Specialist)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		SPECIFIC LOCATION ASSIGNED TO California Arts Council	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 352-120-5393-801	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Director, the non-supervisory Staff Services Manager I (SSM I) (Specialist) is responsible for planning and program evaluation of CAC operations related to special projects, management analysis of specific programs and projects, and providing expert consultation to CAC executive management and other supervisors on highly sensitive and innovative special projects developed to meet the agency goals and mission.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	<p>All work to be accomplished in accordance with guidelines of the California Arts Council (CAC), the State Administrative Manual (SAM), laws, rules, regulations, and/or guidelines of the Department of Personnel Administration (DPA) and State Personnel Board (SPB), Federal and State laws (i.e., Americans with Disabilities Act, Family Medical Leave Act, etc.), Bargaining Unit Agreements, Department of Finance (DOF), State Controller's Office (SCO), utilizing a personal computer, related software applications, verbal and written communications and various office and communication equipment.</p> <p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>Agency Mission/Goals: The California Arts Council's (CAC) mission is advancing California through the arts and creativity. The four goals of the agency include 1) Building public will and resources for the arts- ensure strong support for the arts statewide among the public, elected officials, and decision makers; 2) Diversity, access and partnerships- Ensure the CAC's work is reflective of California's diverse populations and accessible to all; 3) Thought leadership- Establish the CAC as a leading authority and champion for the arts in California, regionally, and nationally; 4) Programs and services- Ensure programmatic excellence, effectiveness, and relevance in all of the CAC's programs and services. CAC believes that Californians can thrive from public support for creativity and the arts. Our agency mission, goals and objectives are intended to ensure that the arts are recognized, celebrated, and supported in communities across the state.</p>		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Craig Watson		SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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35%	<p>The California Arts Council's recognizes that its employees are its most important asset. CAC employees are the vital link that ensures its vision, mission and values are fully realized. To that end, the CAC strives to ensure that its workforce is drawn from the broadest segments of society and reflects the diversity of California.</p> <p>Position Description: The SSM I (Specialist) will act as a strategic thought partner for the agency, with a particular emphasis on identifying and managing new and significant partnerships across the state. The Specialist has primary responsibility for the agency functions associated with increasing agency visibility and key partnerships with arts organizations to meet the Strategic Goals.</p> <p>ESSENTIAL FUNCTIONS</p> <p>In order to expand the scope, impact and reach of the agency and ensure development of unique and diverse internal and external partnerships that establish the CAC as a leading authority and champion for the arts in California, the Specialist independently:</p> <ul style="list-style-type: none"> • Establishes, monitors, and manages significant new partnerships (regional and state-wide) to support projects and programs in new geographic areas. • Innovates and develops new and unique collaborative interagency partnerships and program concepts with executive level staff of targeted organizations that have an interest in arts access for the populations they serve. • Develops and manages new state-wide initiatives together with partners to drive increased arts program accessibility. Develops goals for each partnership and monitors progress toward achieving those goals. • Advises senior level management on specific and general policy related to the development and implementation of the agency's programs and special projects. • Proactively reaches out to secure and/or expand collaborative agreements with State departments such as Division of Rehabilitative Programs at the California Department of Corrections and Rehabilitation, Department of Public Health, Department of Aging, Department of Education and Department of Motor Vehicles with the goal to expand CAC's grant program profile in new and emerging areas such as incarcerated adults, the elderly, veterans, and chronic disease. • Provides continuous consultation to agency directorate, CAC members, CAC grantees, and constituents on the status and/or progress of highly sensitive and complicated partnerships (e.g., interagency agreements with other State departments, those with significant budgetary impact, those supported by legislative mandate, etc.) • Coordinates with the Director to strategize on highest priority partnership opportunities available. Has the authority to identify, prioritize, and negotiate partnership opportunities. (Final approval and legal sign-off resides with agency leadership). • Exercises independent authority to make decisions on relevant collaborations/activities that advance the reach of CAC to organizations that serve special populations underrepresented in arts access such as aging Californians and veterans. • Directs and oversees feasibility and risk analysis of existing collaborations and program development opportunities with research institutions; public, private, nonprofit and community sectors to promote expanding arts to correctional facilities outside of state prisons (i.e. to County Jail facilities) and make modifications to programs based on assessment results. • Researches collaboration models of other state art agencies, current industry standards and conducts comparative analysis in order to develop and implement agency best practices to meet the needs of California's geographic

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30%	<p>and ethnic/cultural diversity.</p> <ul style="list-style-type: none"> • Communicates to agency staff members as appropriate to facilitate new programs and activities based on joint exchange/partner programs. • Assigns and monitors workload, taking into consideration complexity and/or length of time required to complete assignments, and establish priorities. <p>In order to establish the external credibility of CAC as a convener, facilitator, and leading authority for the arts in California, regionally, and nationally, the Specialist:</p> <ul style="list-style-type: none"> • Leads the development of strategies to expand the discourse among State and local arts stakeholders and inspire new public and private initiatives. • Advises the Executive director and management on the cross-sector collaborations (including non-traditional leaders) necessary for innovation and best practice in statewide arts grants administration and leadership. • Executes independent research and conceptualizes effective strategies on the intersection of art and creative place making and California's creative economy; presents information to senior level management and implements agency supported strategies. • Formulates program revisions and is responsive to stakeholder input/assessment; independently responsible to deliver key messaging to constituents (i.e. art organizations, general public, legislature) via memorandums, public notification, phone calls, meetings on program changes in response to stakeholder input/feedback and needs. • Provides expert level consultation to CAC executive management on the needs of and challenges faced by California's creative workforce and devises plans for CAC to participate in addressing needs and providing assistance. • Utilize expertise to make recommendations to executive management on State initiatives that serve to position arts and culture as a core sector of statewide arts planning and development in order to strengthen the social, physical, and economic fabric of California. • Conducts and reviews analytical studies for each project initiative and make recommendations on administrative and program-related problems associated with initiative. • Supports the Director at meetings and conferences and creates materials display plans, progress against plans' risks and potential solutions to address risks. • Maintains performance measures and metrics in an organized manner to facilitate rapid ad-hoc reporting as requested by agency senior management.
15%	<p>In order to ensure the quality and effectiveness and sustainability of the CAC Arts License Plate (Arts Plate) program, the Specialist:</p> <ul style="list-style-type: none"> • Provides planning and program evaluation of the Arts Plate program, including collaborating effectively with partnering state agencies to ensure codes and standards are met. • Independently develops and implements a system of data collection and analysis to determine the efficacy of the program. • Independently formulates and manages policies and procedures for the Arts Plate program. • Project leader and liaison between task force comprised of agency staff, executive management, and external stakeholders and private contractors, and provide regular status updates and information pertaining to the Arts Plate program. • Conducts analysis of the program and proposed business needs including preparing and finalizing a full and comprehensive business plan. • Monitors, reviews, and analyzes proposed legislation to determine impact on current and future program operations, communicates alterations to executive management

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<div>15%</div> <div>5%</div>	<p>and program staff and oversees implementation of required modifications.</p> <ul style="list-style-type: none"> • Maintains continuous communication with and advises executive management on the Arts Plate program partner relationships, including multiple sections of the Department of Motor Vehicles, Prison Industry Authority, and Office of Technology Services. • Manages all aspects of the agency Arts Plate program budget in collaboration with budget office staff, including monthly review, analysis, mass marketing and direct sales, website voucher sales and redemption, reconciliation of equipment purchases and charges, as well as staff resource allocations used to advance the Arts Plate program and is the leading authority over the project; • Functions as the leading authority over the Arts Plate project including services as the lead customer support for Arts Plates in coordination with DMV's customer support unit. <p>In order to support the directives of the CAC and provide expert advice on new and emerging programming, the Specialist:</p> <ul style="list-style-type: none"> • Plans, organizes, and completes special projects assigned by agency management in support of the agency's overall objectives, which may include the development of program analysis process using data collection and mining methods relevant to the CAC's various arts projects. • Conducts and oversees research on state, regional and national trends in the arts sector, including organizational initiatives and policy implications for state agencies. In support of this, creates informational documents to inform legislators, State partners and external thought leaders in the field on any special project initiatives and including such topics as the creative economy and cultural districts. • Research and prepare written issue papers, memos and reports on new and emerging CAC programs for legislators, State partners and external thought leaders in the field. • Participates and promotes discussions with economic experts and advocates (i.e. Chamber of Commerce, economic development coalitions, etc.) on supporting the creative sector through workforce development and creative economy investment. • Perform trend analysis in order to forecast and drafts plans for potential new program initiatives in various areas (agriculture, tourism, etc.). • Oversees the reporting on and supports the Keep Arts in Schools Fund efforts. <p>Marginal Duties:</p> <ul style="list-style-type: none"> • Analysis of legislation and State code in support of the Legislative Liaison and Director, as needed. • Manages the CAC internship program.

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	<p>Knowledge and Abilities Knowledge of: Principles, practices, and trends of public administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process, the administration and department's goals and policies; governmental functions and organization at the State and local level.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's equal employment opportunity objectives.</p> <p>Desirable Qualifications</p> <ul style="list-style-type: none"> • Experience developing programs, preferably in the arts, government, nonprofit, or related fields. • Ability to conduct impactful research, lead development, and prepare implementation plan elements as needed. • Experience working with State agencies and/or related public/private entities. • Knowledge of tools and techniques associated with strategic sourcing. • Proficiency with a personal computer and MS Word, Excel, Outlook and the Internet. • Ability to write comprehensively and effectively, demonstrating ability to communicate with all levels of management, peers, and external customers. • Organize and structure work for effective performance and goal attainment and the ability to set and balance priorities. <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • Demonstrated ability to act independently, open-mindedness, flexibility, and tact. <p>Personal Characteristics</p> <ul style="list-style-type: none"> • Dependable; responsible; positive attitude. • Ability to lead and participate in teams. • Ability to provide objective overview of situations. • Willingness to accept challenges, handle multiple projects simultaneously. • Ability to effectively handle stress and deadlines. • Use diplomacy and be resourceful. <p>Work, Environment, Physical and Mental Abilities</p> <ul style="list-style-type: none"> • Professional office environment, appropriate business attire required. • Daily use of phone, fax, copiers, and general office and communication equipment. • Occasional use of cell phone, pagers and laptop computers. • Frequent use of a personal computer, related software applications and the Internet at a workstation. • Use of hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, files, reference manual, solicitation documents, etc.